



Production Agriculture - Animals Skill Standards Checklist

CERTIFICATION AREAS COMPLETED:

_____ Core Abilities*	Student Name _____
_____ Safety*	School District _____
_____ Ag Mechanics*	YA Consortium _____
_____ Ag Facilities and Materials Handling*	YA Coordinator _____
_____ Dairy and/or Livestock*	High School Diploma/GED/HSED Date Received _____
Animal Science (co-op competencies):	
_____ Agribusiness	
_____ Animals	

Level One (one year) Requirements:

All starred* areas and a minimum of 450 work hours.

Level Two (two year) Requirements:

All areas and a minimum of 900 work hours.

Work Based Learning:

Total Hours Employed	Company Name	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Instructions for the Worksite Mentors

The Skill Standards Checklist is a list of competencies (tasks) to be achieved through mentoring at the worksite.

- Each competency has three levels.
- Each competency should be rated by the mentor as the student acquires and demonstrates the skill at the worksite.
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and the student should go over the checklist together on a regular basis (at a minimum every 9 weeks) to record progress and plan future steps to complete the required competencies.

Employer Certification: I certify that this student has successfully completed the competencies required in my department.

Instructor Certification: I certify that this student has successfully completed the related classroom instruction.

_____	Mentor/Trainer Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Mentor/Trainer Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Mentor/Trainer Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Mentor/Trainer Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Mentor/Trainer Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Instructor Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Instructor Signature	_____	Printed Name
_____	Department	_____	Date Signed

Core Abilities

Core abilities address broad knowledge, skills, and attitudes that go beyond the context of a specific course. Core abilities are not taught in specific lessons. These are the employability skills that are critical for success in the agriculture industry.

RATING:

3 = Consistently displays this behavior

2 = Often displays this behavior

1 = Needs improvement/Rarely displays this behavior

Works Productively		Score		
1.	Produce work consistent with established criteria	3	2	1
2.	Attend regularly and on time	3	2	1
3.	Exhibit organizational skills	3	2	1
4.	Show self-direction in starting tasks	3	2	1
5.	Demonstrate reliability	3	2	1
6.	Follow directions	3	2	1
7.	Complete required tasks on time	3	2	1
Act Responsibly				
8.	Apply ethical work values such as keeping confidentiality, putting in a full day's work and following health and safety standards	3	2	1
9.	Accepts authority	3	2	1
10.	Informs others of developments affecting work functions	3	2	1
Communicates clearly with supervisor and others				
11.	Write and speak so others can understand	3	2	1
12.	Communicate appropriately and professionally	3	2	1
13.	Use active listening skills	3	2	1
Thinks critically and creatively				
14.	Distinguish between fact and opinion	3	2	1
15.	Use problem-solving and decision-making strategies	3	2	1

Learns effectively		Score		
16.	Use resources to meet learning needs	3	2	1
17.	Organize information	3	2	1
Works cooperatively with others				
18.	Complete his/her share of tasks necessary to complete a project	3	2	1
19.	Maintain self-control	3	2	1
20.	Accept constructive feedback	3	2	1
21.	Resolve differences for the benefit of the team	3	2	1
Works as a team member				
22.	Use collaborative strategies to complete task	3	2	1
23.	Exchange information, ideas, and opinions	3	2	1
24.	Shows evidence of respect for diversity	3	2	1
Follows written and verbal instructions				
25.	Listen and read carefully	3	2	1
26.	Access required information to follow instructions	3	2	1

Total Score: _____ ÷ 26 = _____ (average)

An average score of two (2) is required to pass this section –divide the total score by 26 to obtain average.

Comments: _____

Safety

RATING:

3 = Exceeds entry level/Consistently displays this behavior

2 = Meets entry level/Often displays this behavior

1 = Needs improvement/Rarely displays this behavior

	<u>Score</u>		
1. Recognizes safe and unsafe work habits	3	2	1
2. Demonstrates proper safety procedures	3	2	1
3. Maintains a safe and healthy work environment	3	2	1
4. Demonstrates or can describe process to be followed at the worksite to report and treat injuries and accidents	3	2	1

All competencies must be completed at a 3 rating to pass this section.

Comments: _____

Ag Mechanics

RATING:

3 = Able to perform entry-level skills. Limited additional training may be required.

2 = Limited skill. Additional training is required to develop entry level skill.

1 = Familiar with process, but unable to perform the task with entry level skill.

	Score		
*1. Follow emergency response procedures	*3	2	1
*2. Operate farm machinery, implements and vehicles	*3	2	1
3. Attach farm implements	3	2	1
4. Adjust equipment	3	2	1
5. Lubricate machinery and equipment	3	2	1
6. Service fluid systems	3	2	1
7. Service tires	3	2	1
8. Service a basic electrical system	3	2	1
9. Clean machinery and equipment for use and storage	3	2	1
10. Maintain safety features on equipment	3	2	1
11. Create scheduled service records	3	2	1
12. Determine repair needs	3	2	1

Number of items completed with a level 2 or higher rating _____ (10 required)*

***Must include items #1 and 2 at a 3 rating.**

Comments: _____

Agriculture Facilities and Materials Handling

RATING:

3 = Able to perform entry-level skills. Limited additional training may be required.

2 = Limited skill. Additional training is required to develop entry level skill.

1 = Familiar with process, but unable to perform the task with entry level skill.

	Score		
1. Perform building and grounds maintenance tasks	3	2	1
2. Maintain plumbing and watering systems used in production facilities	3	2	1
3. Maintain ventilation systems	3	2	1
4. Maintain lighting and electrical utilities	3	2	1
5. Collect livestock waste	3	2	1
6. Apply livestock waste	3	2	1

Number of items completed with a level 2 or higher rating _____ (5 required)

Comments: _____

Dairy and/or Livestock Production

RATING:

3 = Able to perform entry-level skills. Limited additional training may be required.

2 = Limited skill. Additional training is required to develop entry level skill.

1 = Familiar with process, but unable to perform the task with entry level skill.

	Score		
1. Communicate clearly	3	2	1
*2. Adhere to safety procedures in the dairy or livestock industry	*3	2	1
3. Assess dairy or livestock facility environment	3	2	1
4. Keep dairy or livestock records	3	2	1
5. Arrange for the dairy or livestock animal to be bred	3	2	1
6. Assist the dairy or livestock animal during parturition	3	2	1
7. Care for replacement animals	3	2	1
8. Identify feed storage facilities	3	2	1
9. Interpret feeding instructions for different classes/groups of animals	3	2	1
10. Distribute feed to various classes/groups of animals	3	2	1
11. Perform feed management activities	3	2	1
12. Manage animal waste	3	2	1
13. Prevent the introduction and spread of infectious diseases (biosecurity)	3	2	1
*14. Perform the milking operation (required for dairy only)	*3	2	1

Number of items completed with a level 2 or higher rating _____ (11 required)*

***Must include item # 2 and item #14 (if applicable) at a 3 rating**

Comments: _____

Agribusiness (Co-op competencies)

RATING:

- 3 = Proficient – able to perform entry-level skills independently.**
- 2 = Intermediate – has performed task; may need additional training or supervision.**
- 1 = Introductory – is familiar with process but is unable, or has not had the opportunity, to perform task; additional training is required.**

Sales	Indicate if the completed competency was school-based (SB) or work-based (WB).	Score	SB	WB
1.	Support the mission statement of the workplace	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identify potential customers	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
3.	Determine customer needs and wants	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
4.	Recommend product or service to meet customer needs and wants	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identify and overcome customer objections	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
6.	Present sales proposal	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
7.	Utilize sales tools	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
8.	Close sales	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
9.	Record sales information	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>

Customer Relations

10.	Respond to customer complaints	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
11.	Establish a positive customer relationship	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>

Marketing

12.	Outline a marketing plan	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
13.	Prepare product demonstrations, exhibits, or displays	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
14.	Write news articles	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
15.	Create advertisements	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>

Technical Assistance

16.	Acquire company/product information for use in providing customer service	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
17.	Read and follow product label information	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
18.	Explain safety precautions regarding product use or application	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>
19.	Utilize marketing/sales databases	3 2 1	<input type="checkbox"/>	<input type="checkbox"/>

Process Customer Orders			Score			SB	WB
20.	Load, mix, and/or prepare orders for delivery		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
21.	Complete invoices		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
22.	Deliver products and load customer vehicles		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
23.	Maintain customer information		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>

Communications

24.	Handle phone communications		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
25.	Use fax, email, and other communication systems		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>

Professional Development

26.	Become involved as a student member of an agricultural/professional organization		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
27.	Attend a sales or other job-related meeting		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
28.	Differentiate among forms of agribusiness organizational structures		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
29.	Explain the importance of agribusiness to international markets or the economy		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
30.	Use agribusiness information and other continuing professional education sources to update animal science skills and knowledge		3	2	1	<input type="checkbox"/>	<input type="checkbox"/>

Number of items completed with a level 2 or higher rating _____ (27 required)

Comments: _____

Animal Science (Co-op competencies)

RATING:

3 = Proficient – able to perform entry-level skills independently.

2 = Intermediate – has performed task; may need additional training or supervision.

1 = Introductory – is familiar with process but is unable, or has not had the opportunity to perform task; additional training is required.

Indicate if the completed competency was school-based (SB) or work-based (WB).		Score			SB	WB
1.	Compare and contrast various traditional animal industries	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identify alternative animal enterprises	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identify types of animal products and by-products and their economic benefits	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
4.	Explore potential careers associated with the animal industry	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
5.	Evaluate the temperature, pulse and respiration of an animal	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
6.	Evaluate the height and weight of an animal	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
7.	Evaluate the condition of the hair, eyes, and breathing of an animal	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
8.	Evaluate the animal’s appetite, feed and water intake, and the texture, amount and color of feces	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
9.	Interpret an animal’s body language, socialization and gait	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
10.	Select appropriate animal environment for a given species	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
11.	Demonstrate proper animal restraint techniques	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
12.	Use equipment correctly and wear appropriate clothing	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
13.	Identify and locate major organs of the body	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
14.	Describe functions of the major organs	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
15.	Explain the basic systems of the animal’s body in relation to normal health and maintenance	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
16.	Investigate basic Mendelain principles	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
17.	Interpret an animal pedigree	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
18.	Track length of reproductive cycle of females	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
19.	Recognize observable signs of estrus	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
20.	Recommend an appropriate breeding method	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
21.	Identify characteristics of pregnancy	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>

		Score			SB	WB
22.	Identify the length of the gestation period and the required care of the animal during gestation or incubation	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
23.	Identify the required care of the newborn	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
24.	Identify length of lactation period and the required care of the lactating animal	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
25.	Develop an animal reproductive plan	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
26.	Keep animal records for a specific species	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
27.	Identify the markets for a animal and animal products	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
28.	Analyze animal conformation	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
29.	Evaluate animals for body condition	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
30.	Select appropriate feeds for a species of anima.	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>
31.	Apply job-related safety procedures	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>

Number of items completed with a level 2 or higher rating _____ (28 required)

Comments: _____

Special Projects or Certifications

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Instructor/Mentor Comments:

[illegible]

Instructor/Mentor Signature _____

Date Signed _____

Notes

[illegible]